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From: Element K tips [tips@offers.elementkjournals.com]
Sent: June 14, 2004 5:27 PM
To: akagan@emphatec.com
Subject: IME Tip: Quickly change the Zoom setting in Excel worksheets (97/2000/2002)

Dear Microsoft Excel Tips subscriber,

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***** THE TIP *****

Quickly change the Zoom setting in Excel worksheets (97/2000/2002)

Although you typically use the wheel found on top of a mouse to vertically scroll through a worksheet (if your mouse has one), you can also use it to change a worksheet's Zoom setting. To do so, hold down the [Ctrl] key as you move the scroll wheel. Rolling the wheel down decreases the zoom percentage and rolling up increases the percentage. If you're using Excel 2000 or earlier, the maximum you can zoom in to is 100 percent, so if you need to go beyond that limit, you must use one of the traditional zoom methods. Excel 2002 lets you zoom in all the way to 400 percent. Note that if you'd rather have your mouse wheel zoom by default, choose Tools | Options from the menu bar, switch to the General tab, and select the Zoom On Roll With IntelliMouse check box. After you click OK, rolling the wheel zooms and rolling the wheel while holding down the [Ctrl] key scrolls up and down in a worksheet.

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